

**BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5615**

KAFB INSTRUCTION 36-102

1 MARCH 1999

Civilian Personnel



**EXCUSED ABSENCES DUE TO HAZARDOUS
WEATHER CONDITIONS AND OTHER
EMERGENCIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-1, *General Civilian Personnel Provisions and Authorities*. It also implements Title 5 United States Code Chapters 61 and 63, *Code of Federal Regulations Title 5 Part 610*, Department of Defense Manual 1400.25-M Subchapter 610, *Office of Personnel Management Handbook on Alternative Work Schedules*, and the Labor-Management Agreement between Kirtland Air Force Base and Local 2263 of the American Federation of Government Employees.

1. Policy . The following policies cover excused absences from duty for all Federal Civil Service employees serviced by the 377th Mission Support Squadron Civilian Personnel Flight. These absences are determined by hazardous weather conditions and other emergencies in which significant numbers of employees are prevented from reporting to work on time or which require the closure of all or part of Kirtland Air Force Base.

2. References :

- 2.1. Title 5 United States Code Chapter 61
- 2.2. Title 5 United States Code Chapter 63
- 2.3. Code of Federal Regulations Title 5 Part 610
- 2.4. Department of Defense Manual 1400.25-M Subchapter 610
- 2.5. Office of Personnel Management Handbook on Alternative Work Schedules
- 2.6. 1988 Labor-Management Agreement between Kirtland Air Force Base and Local 2263 of the American Federation of Government Employees

3. Emergency Employees . For the purpose of this instruction, emergency employees are personnel who, because of their particular duty requirements, are required to report for work on time and remain at work for the duration of their duty hours regardless of hazardous weather conditions and other emergencies. Announcements under this instruction to excuse employees or to close all or part of Kirtland do not apply to emergency employees. Supervisors are to brief emergency employees on their status and on the provisions of this instruction, and they are to maintain records of those briefings.

4. Employee Responsibilities . Unless they are notified otherwise, all employees are to presume that Kirtland Air Force Base will be open for business every workday regardless of adverse weather conditions. **When poor weather and travel conditions exist, employees are expected to leave their residences early and report to work on time.** Employees who live beyond the communities immediately adjacent to Kirtland Air Force Base, where the weather and travel conditions may be different from the areas nearer the base, are expected to report to work on time notwithstanding the difficulties of travel that may be associated with the decisions to close all or part of Kirtland Air Force Base, to delay reporting to the base, and to dismiss employees early due to hazardous weather or other emergencies.

5. Employees on Approved Leave. Unless otherwise specified in this instruction, the leave of an employee who is absent on previously approved leave when a late reporting or early dismissal is announced, will not be changed to an excused absence.

6. Announcements . The 377th Air Base Wing Commander makes all decisions to close all or part of Kirtland Air Force Base, to delay reporting to the base, and to dismiss employees early due to hazardous weather or other emergencies.

6.1. Announcements Before Business Hours. Determinations made before regular business hours to delay reporting to the base or to close all or part of the base are conveyed by the 377th Air Base Wing Public Affairs Office to local radio and television stations as early as practical. This information is also posted to the Kirtland Command Post Information Line at 853-7669, 853-SNOW.

6.2. Announcements During Business Hours. Determinations made during regular business hours to dismiss employees early or to close all or part of the base are conveyed by the Kirtland Command Post to base organizations.

7. Procedures for Excused Absences.

7.1. Base Closures Announced Before the Beginning of Regular Business Hours:

7.1.1. Employees Who Do Not Report to Work. Employees are excused from duty without charge to leave. The approved leave of an employee, to the extent that it is covered by the closure, is changed to an excused absence.

7.1.2. Employees Who Do Report to Work. Employees who miss the closure announcement or who otherwise report to work are excused from duty without charge to leave. These employees should consult the Kirtland Command Post Information Line at 853-7669 for the latest update on the closure.

7.2. Late Reporting: Due to hazardous weather or other emergencies, it may be announced before business hours that employees are to report to work a specified amount of time later than their regular reporting times. As an alternative, it may be announced that employees are to report to work at a spec-

ified late reporting time. In these situations, employees are excused without charge to leave for the hours and minutes of work they are authorized to miss; and they are dismissed at their regular departure times.

7.2.1. Employees Who Report Early. An employee who reports to work earlier than the announced late reporting time is to remain on duty for the duration of his or her duty hours. Once an employee reports to work, the employee must request approved leave in order to depart either temporarily or for the remainder of his or her regular duty hours.

7.2.2. Employees Who Report Late. As a policy, an employee who reports to work later than the announced late reporting time must request approved leave or be charged absence without leave for the additional period of absence. However, in situations where an employee's supervisor determines that the individual made reasonable efforts to report to work in accordance with the announcement and that other similarly situated personnel, such as those who live in the same area and use the same mode of transportation, were also delayed, the supervisor may approve up to 2 hours of additional excused absence for the employee. These decisions are made only on a case-by-case basis.

7.3. Early Dismissal: Due to hazardous weather or other emergencies, it may be announced during business hours that employees are to be dismissed a specified amount of time earlier than their regular departure times. As an alternative, it may be announced that employees are to depart at a specified early dismissal time. In these situations, employees are excused without charge to leave for the hours and minutes of work they are authorized to miss. If an employee on duty at the time of the announcement had leave approved for later in the day, that leave, to the extent that it is covered by the early dismissal, is changed to an excused absence.

7.3.1. Employees Who Depart Before an Early Dismissal is Announced. The employee must request leave to cover the remainder of his or her duty hours. In this situation, an employee's approved leave is not changed to excused absence.

7.3.2. Employees Who Depart After an Early-Dismissal Announcement But Before Their Authorized Early Dismissal Times. As a policy, an employee who departs earlier than the time authorized by the early dismissal announcement must request leave to cover the additional period of absence up to his or her authorized early dismissal time. However, in situations where an employee's immediate supervisor determines that a personal hardship exists, such as the early release of young children from school and no available child care, the supervisor may approve up to 2 hours of additional excused absence for the employee. These decisions are made only on a case-by-case basis.

8. Employees on Flexible Work Schedules : In late reporting and early dismissal situations, the amount of excused absence to be granted to employees covered by flexible work schedules is to be determined in accordance with the provisions of paragraph 12.1., Office of Personnel Management Handbook on Alternative Work Schedules.

9. Other Provisions : The Civilian Personnel Flight advises commanders, managers and supervisors on all matters relating to this instruction. All questions and individual situations not covered by this instruction are to be referred to the servicing civilian personnel specialist.

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